

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.186
	STATE OF HAWAII	8.188
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	for the Classes:	8.196

LABOR LAW ENFORCEMENT SPECIALIST I, II, III, IV, & V
(LABOR LAW ENFC SPCLT I, II, III, IV, & V)

<u>LABOR LAW ENFORCEMENT SPECIALIST I</u> (LABOR LAW ENFC SPCLT I)	8.186
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Prerequisite Knowledge and Abilities Required

Knowledge of: General understanding of principles and practices of bookkeeping; and report writing.

Ability to: Analyze and evaluate facts; communicate effectively both orally and in writing; and exercise tact, diplomacy and discretion in dealing with others.

<u>LABOR LAW ENFORCEMENT SPECIALIST II</u> (LABOR LAW ENFC SPCLT II)	8.188
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Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the I level:

Knowledge of: Basic investigation methods and techniques; and interviewing methods and techniques.

Ability to: Understand and interpret pertinent state and related federal and county labor laws, rules, and regulations; and understand and apply methods and techniques of interviewing and investigation.

<u>LABOR LAW ENFORCEMENT SPECIALIST III</u> (LABOR LAW ENFC SPCLT III)	8.191
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Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the II level:

Knowledge of: Working knowledge of pertinent State and related federal and county labor laws, rules, regulations, and departmental policies and procedures; and working knowledge of investigational and inspectional methods and techniques used to determine compliance with labor laws.

Ability to: Apply laws, rules, policies, regulations and investigational techniques learned to actual work situations; analyze payroll and other business records; make sound recommendations on action to be taken; prepare investigation reports; and deal effectively with employers and their employees, other program personnel, and the public.

LABOR LAW ENFORCEMENT SPECIALIST IV
(LABOR LAW ENFC SPCLT IV)

8.194

Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the III level:

Knowledge of: Good knowledge of pertinent State and related federal and county labor laws, rules, regulations, and departmental policies and procedures; and good knowledge of investigational methods and techniques.

Ability to: Prepare comprehensive investigation reports. Some positions require the ability to assign, review and evaluate the work of others.

LABOR LAW ENFORCEMENT SPECIALIST V
(LABOR LAW ENFC SPCLT V)

8.196

Prerequisite Knowledge and Abilities Required

In addition to the knowledge and abilities required at the IV level:

Knowledge of: Extensive knowledge of pertinent State and related federal and county labor laws, rules, regulations, and investigative methods and techniques; and familiarity with current and proposed legislation that may affect the enforcement program.

Some positions require knowledge of principles of conducting administrative hearings; and legal terminology, rules of evidence, and rules of court necessary for the conduct of administrative hearings.

Ability to: Make sound decisions on difficult and sensitive issues. Some positions require the ability to conduct administrative hearings; and to render sound, impartial and objective decisions.

Basic Education/Experience Requirements

Graduation from an accredited four (4) year college or university which included or was supplemented by completion of coursework in bookkeeping. This training in bookkeeping may have been gained through a high school curriculum in bookkeeping, coursework at an accredited technical school, or coursework from an accredited college or university in accounting. The course content in all cases must have included training in the preparation of financial statements.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

The applicant must also have education in bookkeeping as specified above, or one (1) year of bookkeeping experience which included the preparation of financial statements.

Experience Requirements

Applicants must have had progressively responsible experience of the kind and quality described below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	Specialized Experience (Years)	Supervisory Aptitude (Years)	Total Experience (Yrs)
Labor Law Enfc Spclt I	0	0	0
Labor Law Enfc Spclt II	1/2	0	1/2
Labor Law Enfc Spclt III	1-1/2	0	1-1/2
Labor Law Enfc Spclt IV	2-1/2	*	2-1/2
Labor Law Enfc Spclt V	3-1/2	*	3-1/2

Specialized Experience: Progressively responsible professional work experience which involved the application of labor laws and rules as a primary function, in performing investigations, and/or enforcing and promoting compliance with state laws and rules pertaining to wage and hour; wages and hours of employees on public works; payment of wages and other compensation; family leave; and child labor. Applicants for Labor Law Enforcement Specialist III, IV and V require work experience as described above which involved knowledge and application of pertinent State of Hawaii labor laws.

***Supervisory Aptitude:** Applicants for positions at the Labor Law Enforcement Specialist IV and V levels that supervise others require supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties

of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

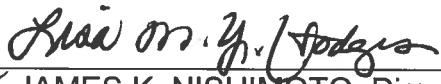
Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the classes LABOR LAW ENFORCEMENT SPECIALIST I, II, III, IV & V (LABOR LAW ENFC SPCLT I, II, III, IV, & V), which were approved on January 13, 2006.

Date Approved: _____

12/7/15



JAMES K. NISHIMOTO, Director
Department of Human Resources Development